University of Massachusetts at Boston

Continuing Education

Bulletin

Winter/
Spring '84

- evening classes at ten convenient off-campus locations
- Saturday classes at our Downtown Center
- special non-credit programs

Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

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Issued Fall 1983

Continuing Education, Winter/Spring '84

UMass/Boston's Division of Continuing Education extends the University's resources to people who might not otherwise be able to make use of them. The Division offers undergraduate courses on Saturdays at the University's Downtown Center and during the evening at a number of off-campus locations. Through its Center for Occupational Education, the Division offers courses for those seeking state approval as vocational instructors of students with special needs, as well as courses leading to teacher certification in industrial arts. The Software Specialist Institute provides continuing professional education in the field of information technology. Special non-credit programs in adolescent counseling, alcoholism treatment services, emergency service training and graduate test preparation are offered at the University's two campuses. In addition, the Division's Office of Educational Telecommunications offers a number of teleconferences on a variety of topics and also sponsors a public affairs series—"Local Focus"—on cable television.

Undergraduate courses will be offered at:

UMass/Boston Downtown Center
Arlington and Stuart Streets (Park Square), Boston

Braintree High School
128 Town Road, Braintree

Hingham High School
41 Pleasant Street, Hingham

Hubert Humphrey Occupational Resource Center
75 New Dudley Street, Boston

Lowell High School
50 French Street Extension, Lowell

Medford High School
489 Winthrop Street, Medford

Melrose High School
360 Lynn Fells Parkway, Melrose

Salem High School
77 Willson Street, Salem

South Shore Regional Vocational High School
Webster Road, Hanover

Walpole High School
Common Street, Walpole

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury

A schedule of spring, 1984 registration deadlines and other important dates appears under "Academic Calendar" below. Descriptions of credit courses appear on pages 3 and 4. Special, non-credit programs are described on pages 4 and 5. A detailed schedule, listing the times and places at which all non-credit courses will meet, appears on page 6.

Students can register for Continuing Education courses by mail, by telephone, or in person. Information about fees and payments appears on page 7; information about registering for courses appears on page 7. A registration form for credit courses, for use in registering by mail, is on page 8. Please note that there is a separate registration form for non-credit courses on page 5.

Academic Calendar

Location of Courses	Downtown Center	Hingham High School	All other sites
Classes Begin (Late Registration*)	January 28	Week of January 30	Week of January 23
Add/Drop deadline	February 4	February 1	January 27
Vacations	March 11–18	February 20–24 March 11–18	February 20–24 March 11–18 April 16–23
Midsemester	March 10	March 2	March 12
Withdrawal and Pass/Fail Deadline	March 26	March 2	April 2
Classes End	May 5	Week of April 9	Week of May 7
Final Exam	May 5	Week of April 16	Week of May 14

*Late registration occurs only on those evenings when classes are scheduled.

Where and When

The deadline for mail, telephone, or walk-in registration (at the Harbor Campus) is January 13. Locations of courses and on-site registration dates are as follows:

UMass/Boston Downtown Center
Arlington & Stuart Streets, (Park Square), Boston
Jan. 21, 10:00 am–12:00 noon

Braintree High School
128 Town Road, Braintree
Jan. 9 & 10, 6:00–8:00 pm

Hingham High School
14 Main Street (registration)
41 Pleasant Street, Hingham (classes)
Jan. 17 & 18, 4:00–7:00 pm

Hubert Humphrey Occupational Resource Center
75 New Dudley Street, Boston
Jan. 11, 5:00–7:00 pm

Lowell High School
50 French Street Ext., Lowell
Jan. 12, 6:00–8:00 pm

Medford High School
489 Winthrop Street, Medford
Jan. 9 & 10, 6:00–8:00 pm

Melrose High School
360 Lynn Fells Pkwy., Melrose
Jan. 12, 5:00–7:00 pm

Salem High School
77 Willson Street, Salem
Jan. 11, 5:00–7:00 pm

South Shore Regional Vocational High School
Webster Road, Hanover
Jan. 12, 5:00–7:00 pm

Walpole High School
Common Street, Walpole
Jan. 12, 6:00–8:00 pm

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury
Jan. 9 & 10, 6:00–8:00 pm

About Credit Courses

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in content and method of instruction to other credit courses offered by the University.

Students who have graduated from high school or who have earned certificates of general educational development are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses and that they will be required to take a diagnostic test to ensure proper placement in mathematics courses. (For information about this test, see "Registration for Continuing Education Courses" on page 7.)

Courses listed under the heading "Occupational Education" or "Industrial Arts" are currently under review and are open only to those persons seeking Massachusetts Department of Education approval or certification.

Any student who wishes to pursue a UMass/Boston degree should apply for formal admission by the time he or she has accumulated fifteen undergraduate credits or six graduate credits. Information about degree programs at UMass/Boston may be obtained through the University's Admissions Office. Once matriculated, a student should expect to take most of his or her courses at the University's main campus. There are, however, no restrictions on the number of courses a matriculated student may take through Continuing Education.

To serve potential as well as matriculated UMass/Boston students, both "Core" as well as "non-Core" courses are offered. Core courses, identified by the prefix "C" in the course number, emphasize the development of skills in written expression and critical analysis. Prospective UMass/Boston students are advised to consult the UMass/Boston *Catalog* for further information about the core curriculum and other degree requirements.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination on the basis of race, color, sex, age, religion, national origin, handicap condition, or veteran status in its employment, in the recruitment, admission, and treatment of students, and in its policies and programs, as required by Federal and State laws and regulations. Inquiries concerning these laws and regulations should be addressed to the Director of Affirmative Action, Administration Building, Harbor Campus, University of Massachusetts at Boston.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
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Undergraduate Courses Offered for Credit

Academic Skills (AS) 034
Fundamentals of Algebra

This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course has two major goals: 1) to introduce students to algebraic notation and concepts so that in one reasonably paced semester in Math 110 they can learn the material needed to enter the pre-Calculus course (Math 130); 2) to develop successful study and test taking techniques so that students will be prepared to handle the pressure of regular math department courses and exams. The course will cover the following topics: integral components; polynomials—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; ratios and proportions. The course will also introduce such topics as systems of equations, multiplication, and factoring of polynomials.
Prerequisite: Math Diagnostic Test only.

Accounting and Finance (AF) 210
Financial Accounting

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g. owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.

Accounting and Finance (AF) 211
Managerial Accounting

Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF210.

Anthropology C103
Introduction to Cultural Anthropology

The study of recent and contemporary human societies in cross-cultural perspective. Ethnographic accounts are used to analyze and compare variations in cultural adaptations and processes of cultural change.
Note: Anth 102 is *not* a prerequisite to Anth 103.
Core Area: Social and Behavioral Sciences.

Biology 108
Introduction to Nutrition

Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of food stuffs and nutritional quality, physiology of food utilization, food quality regulations and the global ecology of food production. No background in the natural sciences is required.

Biology C111
General Biology I

An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Core Area: Natural Sciences.

Biology C112
General Biology II

An integrated course stressing the principles of biology. Life processes are examined primarily at the organismal and population levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Prerequisite: Biol C111.
Core Area: Natural Sciences.

Chemistry C107
Introduction to Chemistry I

Atomic and molecular structure, bonding energetics, and chemical reactions, as well as the theoretical principles of general chemistry, are considered. Required for nursing majors. Also open to non-science majors.
Core Area: Natural Sciences.

Chemistry C108
Introduction to Chemistry II

Basic organic chemistry, nomenclature, classes of compounds, and reactions of these classes are discussed as an introduction to a survey of biochemistry. Required for nursing majors. Also open to non-science majors.
Prerequisite: Chem C107.
Core Area: Natural Sciences.

Chemistry 200
Nutrition

Fundamental concepts of nutrition and the biochemistry of nutrients are introduced. The foods are studied as sources of energy minerals and vitamins; the requirements and chemical functions of each are considered. Deficiency diseases, dyes, and food additives are also considered.
Prerequisite: Chem C108 or equivalent.

Note: See page 6 for a schedule listing the times and places at which credit courses will meet.

Economics C101
Introductory Economics I

A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include: industrial organization, income distribution, international trade, economics of the environment and other topics. (May be taken after Econ C102.)
Core Area: Social and Behavioral Sciences.

Economics C102
Introductory Economics II

A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on examining the overall functioning of the ecomomy and dealing with such matters as unemployment, inflation and recession. Other areas of emphasis will vary from section to section and may include: economics of government spending and taxation, economic development, alternative economic systems and other topics. (May be taken before Econ C101.)
Core Area: Social and Behavioral Sciences.

English 101
Freshman English I

Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers. Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

English 102
Freshman English II

Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper.
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

English C130
Introduction to the Art of Literature

Fiction, poetry, drama, essays—what they are and what they mean. An introduction to ways of seeing and understanding literature—its genres, its forms, its styles, its methods and meanings. We will explore the common ground between literature and the other arts, while keeping in view the crucial differences.
Core Area: The Arts.

Geography and Earth Science 226
Physical Oceanography

A correlation of the geological, physical, and chemical aspects of the sea.

History C111
Foundations of Western Civilization

After a brief survey of the ancient world, the course traces the political, economic and cultural development of Western society from the early Middle Ages to 1715. Emphasis will be given to the critical analysis of primary sources.
Core Area: Historical and Cultural Studies.

History C112
Modern Western Civilization

This course traces the major political, economic and cultural changes which have shaped Western society from the enlightenment to the present. Special attention will be given to the development of skills in written expression and the critical analysis of primary source materials.
Core Area: Historical and Cultural Studies.

Law and Justice 470
Victimless Crimes

This course will examine a section of so-called "victimless crimes" from a philosophical and legal perspective. Its concern will be with the question of whether we ought to legislate against certain types of socially disturbing activities—and, if so, why. The course will focus on five major categories: drugs, prostitution, homosexuality, pornography, and gambling. Readings will be from legal, philosophical, and sociological sources. No prerequisites.

Management (MGT) 130
Introduction to Business

Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Mathematics C110
Basic Algebra

For students with weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios or polynomials, quadratics, word problems. Generally limited to students with less than 3 years of high school math preparation.
Note: No student will receive graduation credits for Math C110 if it is taken after successful completion of Math C124 or C130 or a higher math course.
Prerequisite. Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.
Note: See Academic Skills 034 Fundamentals of Algebra.

Music C111
Introduction to Music

Basic music materials, principles of design, and the cultural significance of representative works in historical sequence. Designed primarily for non-music majors.
Core Area: The Arts.

Nursing 201
Pathophysiology

This course deals with alterations in the normal physiology of body structures. The course first discusses normal states, then physiological changes that ultimately result in the symptoms of disease. It considers the various body systems (e.g., cardiovascular, renal, respiratory, endocrine).

Occupational Education 402
Laws Relating to Vocational Education

This course introduces students to basic laws relating to vocational education and gives special emphasis to Federal and Massachusetts legislation directly affecting administration and funding of vocational education within the Commonwealth of Massachusetts.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 411
Occupational Information

A study of the history of occupations, work classifications, job families, and job descriptions. This course provides the participant with the skills and knowledge to assist his or her students to make informed decisions in regard to career and vocational choices.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 415
Principles of Occupational Education

This course is recommended for instructors in private trade schools and for teachers of apprentices. It presents topics of pedagogical interest including objectives of study and methods of evaluation.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 440
Administration and Supervision of Vocational Education

This course introduces vocational teachers, and those preparing to teach, to contemporary concepts and practices in the administration and supervision of vocational technical education. Students completing this course will better understand the role of school administration, understand the organization of schools and school systems, and be able to participate more effectively with school administrators in the operation of school systems. Among the topics to be considered are: administrative and supervisory principles; school organization and process; educational services to students; educational planning and decision making.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 460
Foundations of Occupational Education

This course introduces the provisionally approved vocational education instructor to the methods and materials useful in the teaching of vocational education subjects. This course is required by the Massachusetts Department of Education for full approval of candidates as vocational education instructors.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 470
Tests and Measurements for Vocational Educators

This is a course in the fundamentals of testing and measurement for classroom and laboratory teachers. Participants will examine methods of evaluating the growth in cognitive, affective, and psychomotor development of pupils. Each participant will develop the essential criteria for tests, create testing instruments, and apply statistical principles in evaluation and in test analysis.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 502
Vocational Education Programming for Special Needs Students

This course will introduce vocational education students to contemporary concepts of vocational education for students with special needs. Among the topics to be considered are: the nature of handicapping conditions; state and federal regulations dealing with the handicapped; educational planning for the handicapped; and the social issues involved in instructing special needs students.

This course is open only to those persons seeking Massachusetts Department of Education approval or certifiction.

Occupational Education 510
Seminar in Vocational Education for Special Needs Teachers

This course is open only to practicum participants. Students are assisted in the development of field testing and the evaluation of curriculum materials and teaching strategies, as well as in the resolution of problems that surface in the course of their practical experiences.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 520
Career/Vocational Assessment and Evaluation for Special Needs Students

The course will seek to develop the student's understanding of the underlying rationale and theoretical basis of vocational assessment. It emphasizes psychomotor, cognitive, and affective issues as they are expressed in an educational profile, and undertakes a thorough review of psychometric testing.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Occupational Education 598
Practicum in Vocational/Special Needs Education

This course will provide each student with an opportunity to plan and implement a vocational education project for special needs students in an actual school setting under supervised conditions.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Industrial Arts 410
Seminar in Industrial Arts

An overview of the status of, and trends in, industrial arts education in the United States and abroad. Special emphasis will be placed on the impact of electronic innovations on industrial arts area.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Industrial Arts 423
Graphic Arts

Production and evaluation of printed materials utilizing graphic arts processes. These include phototypesetting, camera work, stripping, plate making, and offset press operations. Enrollment limited to 20 students.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Industrial Arts 432
Technical Drawing II

This course is a continuation of Technical Drawing I. Emphasis will be placed on sectional view, isometric pictorials, oblique pictorials, auxiliary view, and intersection of surfaces and dimensioning.

This course is open only to those persons seeking Massachusetts Department of Education approval or certification.

Philosophy C108
Moral and Social Problems

Important moral and social issues of current concern will be examined and debated. The course covers three problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.

Core Area: Philosophical and Humanistic Studies.

Political Science C122
Government and Politics of the United States

The three main branches of the national government, federalism, political parties, interest groups, and governmental functions.

Core Area: Social and Behavioral Sciences.

Psychology C100
Introductory Psychology

An introduction to the scientific study of individuals and their behavior including an examination of human development, psychological processes (for example, feeling, thinking, learning), personalities, social relationships and biological processes. Course assignments and classroom work will integrate the course content with training in writing skills.

Core Area: Social and Behavioral Sciences.

Psychology 200
Personality

Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, Ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are: personality structure and its development; stress and coping; neurotic styles; human motives and their measurement.

Prerequisite: Psych C100 or 101.

Psychology 215
Psychopathology

Etiology, dynamics and treatment of psychopathology.

Prerequisite: Psych C100 or 101.

Psychology 241
Infancy and Childhood Development

This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development bearing the following questions in mind. How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role do the significant people play in his or her life?

Prerequisite: Psych C100 or 101.

Psychology 243
Psychology of Adult Development and Human Aging

A developmental approach to human integrity and functioning in the second half of the lifespan. Stereotyped ideas about the aging process are critically reviewed. Special attention is given to newer approaches to facilitating psychological well-being in the latter years of life.

Prerequisite: Psych C100 or 101.

Sociology C101
Introduction to Sociology

The structure of society, cultural patterns and group life; the individual and socialization, groups, institutions, social systems, social change.

Core Area: Social and Behavioral Sciences.

Sociology C242
Sociology of the Family

A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle class industrial society.

Prerequisite: Sociol C101 or 101.

Core Area: Social and Behavioral Sciences

Sociology 281
Society and the Individual

A basic survey of the social environment of individuals.

Prerequisite: Sociol C101 or 101.

Sociology 342
Aging and Society

An examination of theories and research on aging and society. The course is organized in two sections. The first section explores the general relationship of the aging process and the aged to the social, economic and political systems in a youth-oriented and work-oriented society. The second section draws upon cross-national and cross-cultural material.

Prerequisite: Sociol C101 or 101.

Special Programs

● Adolescent Counseling Workshop

This two-day workshop, emphasizing the use of case methods, is designed for the practitioner or child advocate who wants to become more effective in treating adolescents who are seen as outpatients or as candidates for residence in treatment facilities. Persons who would find this workshop valuable include such professionals as social workers, educators, members of the clergy, psychologists, nurses, psychiatrists, and counselors.

Treatment of the Multiproblem and Severely Disturbed Adolescent within the Community

Thursday, May 17 & Friday, May 18, 9:00 am–4:30 pm, Sched No 70001-51, 1.2 CEU's

Course fee $125.00

Registration deadline May 11, 1983

For further information please call 956-1000.

● Alcoholism Treatment Services

This non-credit program is designed for those working or interested in working in the field of alcoholism. Participants in the program will receive classroom and field experience in the various approaches to treating alcoholism, become familiar with the management and operation of alcoholism rehabilitation and detoxification centers, and learn how to assess community needs and to act as leaders in alcoholism treatment services and administration.

All courses are offered at the Downtown Center.

The Use and Abuse of Alcohol in Society

Saturdays, January 21–May 5, 11:00 am–1:00 pm, 3 CEUs, Sched. No. 96550-51, Course Fee: $157.50

Alcoholism Counseling and Therapy

Saturdays, January 21–May 5, 1:00–3:00 pm, 3 CEUs Sched. No. 96551-51, Course Fee: $157.50

Organization and Administration of Alcoholism Treatment Facilities

Saturdays, January 21–May 5, 9:00–11:00 am, 3 CEUs Sched. No. 96552-51, Course Fee: $157.50

Psychopharmacology of the Drug Ethanol

Tuesdays, January 24–May 8, 5:00–7:30 pm, 3 CEUs Sched. No. 96569-51, Course Fee: $157.50

Practicum in Alcoholism Rehabilitation Services

By arrangement with Program Director.
First meeting Saturday, January 21, 10 CEUs
Sched. No. 96599-51, Course Fee: $490.00

Employee Assistance Programming

Wednesdays, January 25–May 9, 5:00–7:30 pm, 3 CEUs
Sched. No. 96564-51, Course Fee: $157.50

Alcoholism and the Family

Wednesdays, January 25–May 9, 5:00–7:30 pm, 3 CEUs
Sched. No. 96565-51, Course Fee: $157.50

Registration and refund request deadline for all courses is January 13, 1984. Further information about the program is available from:

Dr. Jack Shea
Alcohol Treatment Services
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125
(617) 956-1000

● Center for Occupational Education

The Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs. The Center operates under the auspices of the Division of Occupational Education of the Massachusetts Department of Education and holds full approval from that agency. The Center also sponsors industrial arts courses for professional industrial arts teachers as well as regular classroom teachers, special educators, and vocational teachers seeking additional certification as industrial arts teachers.

Courses offered for credit during the winter/spring semester are listed in the schedule of evening courses at off-campus sites.

The Center invites occupational educators and representatives of school systems, industry, and labor to suggest additional activities it might sponsor. Further information about the Center is available from:

Dr. Gerard Antonellis
Center for Occupational Education
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125
(617) 956-1001

● Emergency Service Training

The emergency medical service system is made up of three components: 1) "first responders," who are able to start emergency care immediately when time is important for the survival of victims of serious accidents or sudden illnesses, and to provide aid that will prevent further injuries and may even save lives; 2) emergency medical technicians, who provide advanced emergency medical care, stabilize the condition of victims, and prepare victims for transportation; and 3) hospital emergency departments, which provide the final stage of emergency care and treat victims as they begin to recuperate. Both the American Red Cross and the American Heart Association believe that there should be one first responder in every household and every office. Working toward this goal, the Office of Emergency Service Training offers reasonably priced training to the general public in the various elements of "first response." The Office also conducts more advanced courses for persons who wish to become emergency medical technicians and for practicing EMT's who wish to upgrade their skills.

First Responder Training Program

TTH, February 21–March 29, 6:00–9:00 pm,
Sched. No. 37110-51, Course Fee: $20.00

CPR: Basic Cardiac Life Support and Emergency Cardiac Care

MW February 6–March 26, 1:30–2:30 pm, Sched. No. 37150-51
MW February 27–March 7, 6:30–9:30 pm, Sched. No. 37150-52
TTH April 10–19, 6:30–9:30 pm, Sched. No. 37150-53
Course Fee: $7.00

Defensive Driving

TTH February 7–9, 6:00–10:00 pm, Sched. No. 37140-51
MW April 9–11, 6:00–10:00 pm, Sched. No. 37140-52
MW May 14–16, 6:00–10:00 pm, Sched. No. 37140-53
Course Fee: $20.00

Advanced First Aid

MW April 2–June 13, 3:30–6:30 pm, Sched. No. 37334-51
Course Fee: $55.00

Advanced Lifesaving

TTH March 20–April 12, 6:00–10:00 pm, Sched. No. 37444-51
Course Fee: $30.00

Emergency Medical Technician

MW January 18–May 14, 6:00–9:30 pm, Sched. No. 37210-51
TTH January 19–May 10, 6:00–9:30 pm, Sched. No. 37210-52
Course Fee: $300.00

Emergency Medical Technician—Ambulance Refersher Course

MW March 19–April 4, 6:00–10:00 pm, Sched. No. 37230-51
TTH May 8-24, 6:00–10:00 pm, Sched. No. 37230-52
Course Fee: $50.00

Water Rescue

Saturday & Sunday, February 25–26, 8:00 am–4:00 pm,
Sched. No. 37320-51, 10 hours CME
Saturday & Sunday, April 14–15, 8:00 am–4:00 pm,
Sched. No. 37320-52, 10 hours CME
Course Fee: $45.00

Basic Cardiac Life Support During Transportation
TTH March 6–8, 6:00–9:30 pm &
Saturday, March 10, 8:00 am–4:30 pm,
Sched. No. 37340-51, 10 hours CME
MW May 14–16, 6:00–9:30 pm &
Saturday, May 19, 8:00–4:30 pm,
Sched. No. 37340-52, 10 hours CME
Course Fee: $40.00

Emergency Vehicle Operation
TTH April 17–May 3, 6:30–9:30 pm &
Saturday May 5, 8:00 am–4:30 pm
Sched. No. 37310-51, 28 hours CME
Course Fee: $165.00

Registration and refund request deadline for each course is one week prior to the starting date of that course.

For further information about Emergency Service Training or about organizing a first responder or other emergency care course at your organization, please contact:

Office of Emergency Service Training
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125
(617) 956-1180

● Graduate Test Preparation Courses

Developed in conjunction with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course provides extensive exam practice including a full-length practice test given under exam conditions. The courses have been scheduled in advance of the dates of the tests for which students are preparing.

Review for the Medical College Admission Test (MCAT)
TTH February 21–March 29, 6:30–9:30 pm &
Saturday, March 31, 9:30 am–12:30 pm,
Sched. No. 10003-52, Course Fee: $150.00

Review for the Graduate Record Examination (GRE)
TWTH March 27–April 19, 6:00–9:00 pm,
Sched. No. 10000-52, Course Fee: $125.00

Review for the Graduate Management Admission Test (GMAT)
TWTH Feb. 14–March 8, 6:00-9:00 pm, Sched. No. 10002-52
TWTH May 15–June 7, 6:00–9:00 pm, Sched. No. 10002-53
Course Fee: $125.00

Review for the Law School Admission Test (LSAT)
MTW May 21–June 13, 6:00–9:15 pm, Sched. No. 10001-53
Course Fee: $125.00

The registration and refund request deadline for each course is one week prior to the starting date of that course.

For further information about these review courses or about the dates of the actual examinations, please call 929-7900.

● Software Specialist Institute

The Software Specialist Institute has been established to provide online/interactive workshop courses for continuing professional education in the field of information technology.

These "hands-on" workshop courses will cover the primary systems areas including operating, application development, database management, data communication, and interactive programming.

The Institute has established its online/interactive format in direct response to the increased software sophistication of the commercial marketplace and its need for persons trained in specific software environments.

The courses listed below are intended to serve data processors whose primary responsibility is to design, develop, and manage computerized systems, or users who are involved with developing, monitoring, and managing data processing systems.

This semester the Institute will offer courses in two categories:

- short courses and seminars scheduled during the day and dealing with online database/data communication, programming, information technology, and PC/micro application; and
- semester-long advanced evening courses providing intensive study of two or more systems areas and designed to enhance the professional career possibilities of data processors with one or more years' experience.

Students in these courses use a Terminal Resource Center equipped with state-of-the-art hardware/software systems. They supplement classroom instruction by using a Library Resource Center featuring the latest in interactive and video education.

Database/Data Communication Courses

CICS/VS Command Level Coding
MTWTHF February 6–10, 9:00 am–4:30 pm,
Sched. No. 60101-51, 3.2 CEUs
MTWTHF April 9–13, 9:00 am–4:30 pm,
Sched. No. 60101-52, 3.2 CEUs
Course Fee: $790.00

CICS/VS Macro Level Coding
MTWTHF April 23–27, 9:00 am–4:30 pm
Sched. No. 60102-51, 3.2 CEUs, Course Fee: $820.00

DL/I Application Design and Analysis
MTWTHF March 26–30, 9:00 am–4:30 pm,
Sched. No. 60103-51, 3.2 CEUs, Course Fee: $790.00

DMS Application Design and Coding Workshop
TWTHF February 21–24, 9:00 am–4:30 pm,
Sched. No. 60104-51, 2.6 CEUs
MTWTH May 7–10, 9:00 am–4:30 pm,
Sched. No. 60104-52, 2.6 CEUs
Course Fee: $650.00

IMS/VS Message Format Services
MTW March 12–14, 9:00 am–4:30 pm,
Sched. No. 60105-51, 2.1 CEUs, Course Fee: $590.00

IMS/VS Data Communications for Programmers
THF March 15–16, 9:00 am–4:30 pm,
Sched. No. 60106-51, 1.3 CEUs, Course Fee: $450.00

Programming Courses

CMS for Application Programmers
MTWTH June 4–7, 9:00 am–4:30 pm,
Sched. No. 60107-61, 2.6 CEUs, Course Fee: $650.00

DOS/VSE JCL and Utilities Interactive Workshop
MTWTH April 23–26, 9:00 am–4:30 pm,
Sched. No. 60108-51, 2.6 CEUs, Course Fee: $700.00

OS/MVS JCL and Utilities Workshop
MTWTHF February 6–10, 9:00 am–4:30 pm,
Sched. No. 60109-51, 3.2 CEUs
MTWTHF May 14–18, 9:00 am–4:30 pm,
Sched. No. 60109-52, 3.2 CEUS
Course Fee: $825.00

VSAM for Cobol Programmers
MTW March 19–21, 9:00 am–4:30 pm,
Sched. No. 60110-51, 2.0 CEUs, Course Fee: $650.00

VSAM for Assembly Language Programmers
MTW April 23–25, 9:00 am–4:30 pm,
Sched. No. 60111-51, 2.0 CEUs, Course Fee: $690.00

User Course in Information Technology

CMS for Users
TWTHF February 21–24, 9:00 am–4:30 pm,
Sched. No. 60112-51, 2.6 CEUs
MTWTH May 7–10, 9:00 am–4:30 pm,
Sched. No. 60112-52, 2.6 CEUs
Course Fee: $600.00

PC/Micro Application Courses

Database Applications for Business
WTHF January 25–27, 9:00 am–4:30 pm,
Sched. No. 60113-51, 2.0 CEUs
WTHF March 7–9, 9:00 am–4:30 pm,
Sched. No. 60113-52, 2.0 CEUs
MTW May 14–16, 9:00 am–4:30 pm,
Sched. No. 60113-53, 2.0 CEUs
Course Fee: $550.00

Financial Modeling with a Microcomputer
WTHF February 1–3, 9:00 am–4:30 pm,
Sched. No. 60114-51, 2.0 CEUs
MTW March 19–21, 9:00 am–4:30 pm,
Sched. No. 60114-52, 2.0 CEUs
MTW May 14–16, 9:00 am–4:30 pm,
Sched. No. 60114-53, 2.0 CEUs
Course Fee: $550.00

Guidelines on Computerization for Decision-Makers
MT January 23–24, 9:00 am–4:30 pm,
Sched. No. 60115-51, 1.3 CEUs
THF March 22–23, 9:00 am–4:30 pm,
Sched. No. 60115-52, 1.3 CEUs
MT May 21–22, 9:00 am–4:30 pm,
Sched. No. 60115-53, 1.3 CEUs
Course Fee: $450.00

Automated Accounting for the Small Office
MT January 30–31, 9:00 am–4:30 pm,
Sched. No. 60116-51, 1.3 CEUs
MT March 5–6, 9:00 am–4:30 pm,
Sched. No. 60116-52, 1.3 CEUs
WTH May 23–24, 9:00 am–4:30 pm,
Sched. No. 60116-53, 1.3 CEUs
Course Fee: $450.00

Advanced Evening Courses

CICS/VS In a DOS/VSE Environment
TTH January 31–May 17, 6:20–10:10 pm,
Sched. No. 60201-51, 12.4 CEUs
Course Fee: $1350.00

CICS/VS In a OS/MVS Environment
TTH January 31–May 17, 6:20–10:10 pm,
Sched. No. 60202-51, 12.4 CEUs
Course Fee: $1350.00

IDMS In a OS/MVS Environment
MW January 30–May 16, 6:20–10:10 pm,
Sched. No. 60203-51, 12.4 CEUs
Course Fee: $1350.00

The Institute welcomes requests for further information concerning its programs, as well as suggestions for new course offerings, research topics, and additional programs. The Institute is also able to provide "in-house" staff assistance and can tailor its programs to address company's specific needs. Please contact:

The Director
Software Specialist Institute
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125
(617) 956-1144

● Nationwide Teleconferences

The Division of Continuing Education, through the Office of Educational Telecommunications, offers video and audio teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network to build a telecommunications system. The network removes geographic and financial restraints that have previously limited information-sharing among universities, professionals, and the general public.

The teleconferences are held on UMass/Boston's Harbor Campus. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and world experts who address the subject of the teleconference and answer questions from participants in a two-way, interactive mode. Boston-area experts are present in the meeting room for further discussion of national issues and their regional implications.

Teleconferences tentatively scheduled during the upcoming semester include:

- Strength Conditioning Workshop for Coaches and Athletes—February 25, 1984
- Decision-Making in the Organization—March 13, 1984
- Management for Engineers—April 26, 1984
- Preventing Sexual Abuse of Children—May, 1984

To obtain detailed information about individual teleconferences, please contact:
Ms. Kathleen FitzPatrick
Office of Educational Telecommunications
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125
(617) 929-7271

● Local Focus on Cable Television

The marriage of local issues, UMass/Boston's educational resources, and cable TV delivery systems has resulted in *Local Focus*. *Local Focus* is a series of half-hour programs dealing with issues particularly relevant to Eastern Massachusetts. The *Local Focus* series is made especially for cablecasting and often involves area cable systems in production.

Some of the programs tentatively planned for the upcoming semester include:

- Researching Old Buildings
- Career Development
- Emergency Medical Treatment
- Anatomy of a Trial
- Humanities Lectures
- More "But Can You Dance To It?"
- The Quabbin—Your Source of Water

To be put on the mailing list for *Local Focus* schedules, fill in and return the non-credit CE registration form, writing "Local Focus" in one of the "Title of Course" spaces; or call the Office of Educational Telecommunications at (617) 929-7270 and ask for Barbara Saulnier, *Local Focus* Program Coordinator.

Registration for Non-credit Offerings

To register for courses offered through the following non-credit programs, please use the form below.
Adolescent Counseling Workshop
Alcoholism Treatment Services
Emergency Service Training
Graduate Test Preparation
Software Specialist Insitute

Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Business Telephone _____

Title of Course _____ Schedule No. _____ Course Fee _____

Title of Course _____ Schedule No. _____ Course Fee _____

Title of Course _____ Schedule No. _____ Course Fee _____

Course Fee(s) Total $ _____

Late Fee (if applicable) $ 20.00

Total Payment Enclosed $ _____

Please make your check payable to University of Massachusetts at Boston—Continuing Education. Detach this form and mail check and form to:
Division of Continuing Education—Non-credit Programs
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

To register using MasterCard, VISA, or company/agency purchase order, please call (617) 929-7900 between 9:00 am and 5:00 pm.

Schedule of Evening Courses at Off-Campus Sites

Dept. Code, No. Title	Day(s), Time Lab Fee Crs., Sched. No.

● Braintree High School

AS 034 Fundamentals of Algebra	MW 6:30–7:45 pm 3 credits 539906
AF210 Financial Accounting	TH 6:30–9:00 pm 3 credits 538350
AF211 Managerial Accounting	T 6:30–9:00 pm 3 credits 538901
Biol C112 General Biology II	TTH 6:30–9:30 pm 4 credits Lab Fee: $20.00 540607
Chem C107 Introduction to Chemistry I	TTH 6:30–9:30 pm 4 credits Lab Fee: $25.00 541304
Chem C108 Introduction to Chemistry II	TTH 6:30–9:30 pm 4 credits Lab Fee: $25.00 541859
Econ C101 Introductory Economics I	M 6:30–9:00 pm 3 credits 542652
Engl 102 Freshman English II	MW 6:30–7:45 pm 3 credits 544107
Math C110 Basic Algebra	MW 8:00–9:15 pm 3 credits 546309
MGT 130 Introduction to Business	W 6:30–9:00 pm 3 credits 545551
PolSci C112 Government and Politics of the United States	W 6:30–9:00 pm 3 credits 550550
Psych C100 Introductory Psychology	W 6:30–9:00 pm 3 credits 551606
Psych 241 Infancy and Childhood Development	W 6:30–9:00 pm 3 credits 552752
Sociol C242 Sociology of the Family	M 6:30–9:00 pm 3 credits 553904

● Hingham High School

AF 211 Managerial Accounting	T 6:00–9:15 pm 3 credits 539002
GES 226 Physical Oceanography	W 6:00–9:15 pm 3 credits 544316
Hist C111 Foundations of Western Civilization	T 6:00–9:15 pm 3 credits 544556
Psych 200 Personality	M 6:00–9:15 pm 3 credits 551959

● Hubert Humphrey Occupational Resource Center (Boston)

Occ Ed 460 Foundations of Occupational Education	MW 5:00–7:30 pm 6 credits 549304
Ind Arts 423 Graphic Arts I	T 5:00–7:30 pm 3 credits 545037

● Lowell High School

Ind Arts 432 Technical Drawing II	W 5:00–7:30 pm 3 credits 545051

● Medford High School

AS 034 Fundamentals of Algebra	TTH 8:00–9:15 pm 3 credits 539800
AF 210 Financial Accounting	W 6:30–9:00 pm 3 credits 538254
AF 211 Managerial Accounting	T 6:30–9:00 pm 3 credits 538805
Biol C111 General Biology I	TTH 6:30–9:30 pm 4 credits Lab Fee: $20.00 540258
Chem C108 Introduction to Chemistry II	TTH 6:30–9:30 PM 4 credits Lab Fee: $25.00 541753
Chem 200 Nutrition	M 6:30–9:00 pm 3 credits 542309
Engl 102 Freshman English II	TTH 8:00–9:15 pm 3 credits 544001
Hist C112 Modern Western Civilization	W 6:30–9:00 pm 3 credits 544905
MGT 130 Introduction to Business	TH 6:30–9:00 pm 3 credits 545455
Math C110 Basic Algebra	TTH 6:30–7:45 pm 3 credits 546203
Music C111 Introduction to Music	M 6:30–9:00 pm 3 credits 546652
Occ Ed 510 Seminar in Vocational Education for Special Needs Students	M 5:00–7:30 pm 3 credits 549842
Occ Ed 598 Practicum in Vocational/ Special Needs Education	Time by arrangement 6 credits 549917
Psych 215 Psychopathology	M 6:30–9:00 pm 3 credits 552303
Sociol 342 Aging and Society	W 6:30–9:00 pm 3 credits 554601

● Melrose High School

Occ Ed 502 Vocational Education Programming for Special Needs Students	TH 5:00–7:30 pm 3 credits 549828

● Salem High School

Ind Arts 410 Seminar in Industrial Arts	W 5:00–7:30 pm 3 credits 545013

● South Shore Regional Vocational Technical High School (Hanover)

Occ Ed 402 Laws Relating to Occupational Education	W 7:45–9:30 pm 3 credits 547917
Occ Ed 411 Occupational Information	T 5:00–7:30 pm 3 credits 548258
Occ Ed 460 Foundations of Occupational Education	MW 5:00–7:30 pm 6 credits 549400

● Walpole High School

Chem C108 Introduction to Chemistry II	TTH 6:30–9:30 pm 4 credits Lab Fee: $25.00 541955
Econ C101 Introductory Economics I	T 6:30–9:00 pm 3 credits 542758
Engl 101 Freshman English I	TTH 6:30–7:45 pm 3 credits 543551
MGT 130 Introduction to Business	TH 6:30–9:00 pm 3 credits 545657
Sociol C101 Introduction to Sociology	T 6:30–9:00 pm 3 credits 553459

● West Roxbury High School

AS 034 Fundamentals of Algebra	TTH 6:00–7:15 pm 3 credits 539704
AF 210 Financial Accounting	W 6:00–8:30 pm 3 credits 538158
AF 211 Managerial Accounting	M 6:00–8:30 pm 3 credits 538709
Anth C103 Introduction to Cultural Anthropology	T 6:00–8:30 pm 3 credits 539355
Biol 108 Introduction to Nutrition	TH 6:00–8:30 pm 3 credits 540950
Chem C108 Introduction to Chemistry II	MW 6:00–9:00 pm 4 credits Lab Fee: $25.00 541657
Econ C102 Introductory Economics II	W 6:00–8:30 pm 3 credits 543102
Engl 102 Freshman English II	TTH 6:00–7:15 pm 3 credits 543900
MGT 130 Introduction to Business	TH 6:00–8:30 pm 3 credits 545359
Math C110 Basic Algebra	TTH 7:30–8:45 pm 3 credits 546107
Occ Ed 402 Laws Relating to Occupational Education	T 4:00–6:30 pm 3 credits 547804
Occ Ed 415 Principles of Occupational Education	TH 6:30–9:00 pm 3 credits 548607
Occ Ed 440 Administration and Supervision of Vocational Education	T 6:30–9:00 pm 3 credits 548950
Occ Ed 470 Tests and Measurements for Vocational Educators	W 4:00–6:30 pm 3 credits 549753
Occ Ed 502 Vocational Education Programming for Special Needs Students	M 4:00–6:30 pm 3 credits 547804
Occ Ed 520 Career/Vocational Assessment and Evaluation for Speical Needs Students	W 6:30–9:00 pm 3 credits 549880
Phil C108 Moral and Social Problems	M 6:00–8:30 pm 3 credits 550207
Pol Sci 220 International Relations	TH 6:00–8:30 pm 3 credits 551257
Psych 243 Psychology of Aging	T 6:00–8:30 pm 3 credits 553106
Sociol 281 Society and the Individual	M 6:00–8:30 pm 3 credits 554252

Saturday Classes at the Downtown Center

Engl 101 Freshman English I	S 8:15–10:45 am 3 credits 543455
Law Jus 470 Victimless Crimes	S 11:00 am–1:30 pm 3 credits 544412
MGT 130 Introduction to Business	S 11:00 am–1:30 pm 3 credits 545253
Phil C108 Moral and Social Problems	S 8:15–10:45 am 3 credits 550101
Psych 241 Infancy and Childhood Development	S 8:15–10:45 am 3 credits 552656
Sociol C242 Sociology of the Family	S 11:00 am–1:30 pm 3 credits 553808

Registration for Credit Courses

● Advance Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Office of Registration and Records
Continuing Education Registration
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

● Advance Registration by Telephone

Students wishing to pay course and service fees by using MarsterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7933. Verification of your registration will be sent to you about four days after you register.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

● Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the Acadmic Calendar. Walk-In Registration will take place at the Office of Registration and Records at the Harbor Campus (Administration Building, First Floor) during the following times:
M–TH, 8:30 am–6:30 pm, F, 9:00 am–4:00 pm

● Math Diagnosis

It is greatly to the advantage of the student to be placed in the proper mathematics course. *Students are advised to consult course descriptions for prerequisites and equivalents before registering for mathematics courses.* To ensure placement in the right course, each student must take a Math Diagnostic Test before being admitted to a course that requires this test as indicated in its description. This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. The test will be given at off-campus locations on the dates and at the times set forth in the off-campus registration schedule.

Note: Students registering by mail may preregister for desired mathematics courses with the understanding that a subsequent change in courses, as indicated by the Math Diagnostic Test may occur.

● Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar").

● Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Office of Registration and Records. Failure to submit a withdrawal form before 4:00 pm on the last day of the withdrawal period will result in a grade of "F." Withdrawal from a course does not reduce the amount owed except as described under "Refunds" below.

● Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records.

● Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00 am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00 am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations or call the off-campus locations for information.

Unless otherwise scheduled, all classes cancelled due to weather conditions will be made up on the following Friday. If a Saturday class is cancelled, the class will be made up on May 12.

● Late Registration

Late Registration will take place at each UMass/Boston location, on- or off-campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

● Further Information

For further information about Continuing Education courses, please call 929-7900.

Fees and Payment; General Information

● Course and Service Fees

Undergraduate course fee	$47.50 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

● Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:

Please make out a separate check to cover the course fee (and lab fee, if applicable) for *each* course that is being requested, and a separate check for total Service Fees (Registration, Educational Service; see Course and Service Fees above). Submission of separate check payments for each course allows the University to return payments immediately for an individual course that is no longer available. Any student who combines payment into one check does so at the risk of having the entire application returned or waiting until after the Add/Drop period for a refund.

Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all Continuing Education course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M–F, 9 a.m.–3:30 p.m.) the Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

● Lab Fees

Lab fees must be paid for certain courses as indicated in the schedule listings. The amounts of fees appear under the schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

● Student I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying University student service fees may obtain special I.D. cards for the use of on-campus libraries. These I.D. cards do not entitle the bearer to the use of athletic facilities, health services, or student activities which require the payment of additional fees. Cards may be obtained at the Harbor Campus through the I.D. Office (Building One, 4th Floor, Room 018) from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. The charge is $2.00. Special arrangements will be made for students attending Saturday classes at the Downtown Center to obtain I.D. cards at the beginning of the semester.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

● Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration.

● Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from credit courses must file a valid withdrawal form with the Office of Registration and Records. Students withdrawing from non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:	
Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund
For courses scheduled for 6–9 class meetings:	
Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund
For courses scheduled for 1–5 class meetings:	
Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Note:

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Office of Registration and Records. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Cancellations

The Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meetings of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Books

Books for all credit courses offered through the Division of Continuing Education may be purchased at the UMass/Boston bookstore. The bookstore is located in the Administration Building at UMass/Boston's Harbor Campus. From January 17 to January 28, the hours will be: Monday–Thursday, 9:00 am–7:00 pm; Friday, 9:00 am–5:00 pm; Saturday, 10:00 am–1:00 pm. From January 30 to February 14, the hours will be: Monday and Tuesday, 9:00 am–7:00 pm; Wednesday–Friday, 9:00 am–5:00 pm. During the rest of the semester the hours will be 9:00 am–5:00 pm.

Registration Form Continuing Education Credit Courses

Social Security # — — **UMass/Boston ID # (If any):**

Sex
○ Male ○ Female

Marital Status
○ Married ○ Divorced ○ Single ○ Widowed

Name
Last First Middle Initial

Address
No. Street City State Zip

Residency Status
○ Instate ○ Out of State ○ Foreign

Student Status
○ Graduate ○ Undergraduate

Veteran Status
○ Veteran ○ Non-veteran

Student Visa
○ Yes ○ No

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Phone: ( )

Date of Birth
Mo Day Year

Current/former UMass student at:
○ Boston ○ Amherst

Accepted as UMass student at:
○ Boston ○ Amherst
Class of

Previous UMass/Boston or Boston State Continuing Education student?
○ Yes ○ No
If Yes, Date of Last Attendance:

Course Selections

Sched No.	Dept	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					x $47.50 +		=
					x $47.50 +		=
					x $47.50 +		=
					x $47.50 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service please provide the information requested.

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above.

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

○ VISA ○ MasterCard
○ Check ○ other

Make checks payable to University of Massachusetts – Continuing Education

Send checks and forms to:
Office of Registration and Records
Continuing Education Registration
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Batch:

Please calculate payment below.

Registration Fee	$10.00
Educational Service Fee	$5.00
Late Fee (if applicable)	$20.00
Course and Lab Fees (total)*	

Total Payment Enclosed

*Remember to make out a separate check for the total course and lab fee for each course.

Course Fee

Undergraduate	$47.50/credit

Please Note:

This form is to be used only when registering for credit courses. To register for non-credit courses, please use the form on page 5